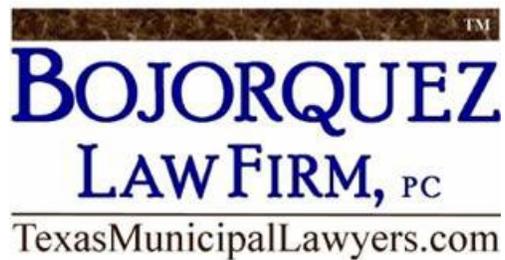


11675 Jollyville Rd.
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JOB DESCRIPTION

Full-Time Legal Assistant

The Bojorquez Law Firm is currently seeking a qualified applicant to fill the position of Legal Assistant. The Legal Assistant will be responsible for assisting with the day-to-day operations of the law firm and providing support to the attorneys. The position is a combination of the duties of a paralegal and administrative assistant. Essential skills include being organized, detail-oriented, and a solid communicator. The ideal candidate will possess a strong work ethic, exceptional problem-solving skills, and the ability to work effectively in a fast-paced and deadline-driven environment.

A. Duties and Responsibilities

1. Prepare, proofread and revise drafts of legal documents
2. Provide general office support for attorneys, for example maintain and organize files (paper and electronic), prepare expense reports, review and verify incoming invoices for accuracy, coordinate meetings including ordering lunch, set up and cleanup of conference room
3. Support attorneys as directed
4. Answer calls in a professional, courteous manner
5. Inventory and order office supplies within a budget
6. Liaison with vendors and service providers on rates, quotes and other related inquiries
7. Manage office calendars including client meetings and calendar court dates
8. Monitor certain firm email accounts
9. Conduct research using Westlaw and the internet
10. File pleadings using E-filing in all courts
11. Assist with client billing and data entry
12. Maintain attorneys' memberships to all associations and track minimum continuing legal education (MCLE) status

B. Job Requirements

1. Paralegal certification, associate degree, or other relevant certification
2. 1-3 years of experience supporting attorneys
3. Ability to grasp and interpret legal documents
4. Highly organized with ability to juggle multiple deadlines for multiple clients while supporting numerous attorneys
5. Ability to work independently and as a part of a team
6. Excellent written and verbal communication skills
7. Proficient in Office 365, Westlaw, eFile Texas, and legal billing software
8. Strong IT skills and excellent time management

C. Preferences

1. At least 1 year of litigation experience
2. High level of experience with web meetings
3. Systematic knowledge of databases and tracking systems
4. Strong sense of urgency, adaptability, flexibility and resourcefulness
5. The highest standards of honesty, integrity, confidentiality and ethics

D. Introductory Period: All employees at the firm must successfully complete a *90-day Introductory Period* prior to receipt of any benefits. This period is used for evaluation to determine if the employee is appropriate for the firm. Satisfaction of the 90-day period neither creates an employment contract, nor alters the *at-will* employment status.

E. Resume Deadline: Submit a cover letter and resume by June 30, 2022.